

2-Way Memo

Subject: Five Mile CIA Road Race

To : PAB
➔ EAA

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

27 Oct 81

ROUTING SYMBOL

GC52 Hqs

STAT

FOLD

INITIAL MESSAGE

FOLD

It is requested that your office, with the assistance of the EAA and regular Agency joggers, plan an Agency five mil run for next spring, preferably in April. It is suggested that the present course being used during daily runs on the Federal Highway Administration road be used if held during a normal work-day; or, that a course around the Agency compound be used and held on Saturday morning. Age group trophies could be given in each age category, male and female, for the top finishers and certificates of participation could be given to all persons.

REPLY MESSAGE

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

MEMORANDUM FOR:

SENT CYS TO
& ON 10/28/81
& ASKED THEM TO GET
TOGETHER & GIVE ME
THEIR IDEAS.

Date

GEORGE WASHINGTON
MEMORIAL PARKWAY

AFTER THREE
LOOPS, TURN
RIGHT INTO
NORTH PARKING
LOT

FINISH

START

THREE LOOPS AROUND THE
COMPOUND PERIMETER ROAD,
INCLUDING WEST LOT, AND
ONE AROUND NORTH PARKING
LOT PERIMETER ROAD.

- WILL REQUIRE PERSONS
DIRECTING TRAFFIC
AND RUNNERS AT
THESE POINTS
- TIMERS(2) AT START
AND GIVING SPLITS
- TRAFFIC MONITORS